



AF PUBLISHING PROGRAM



U.S. AIR FORCE

Ms. Novella S. Hill

**Air Force Publications Policy
Manager**

HQ USAF/SCTIR



- **Definitions of:**
 - **Policy**
 - **Procedures**
 - **Processes**
- **Roles & Responsibilities**
- **Current Initiatives**
- **Way Ahead**
- **Points of Contact**



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Policy Defined

- **Statements of important, corporate-level direction which guide the *AF Publishing Program* decisions**
- **The framework connecting the ideas or principles of the *AF Publishing Program***
- **The bounds within which the *AF Publishing Program* will operate**



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Reason for Publishing Policy

- **To implement higher headquarters publications, P.L. E.O., U.S.C., DoD, etc.**
- **To provide focus for AF-wide action**
- **As a guidance for the behavior of the organization and its members**
- **To set mandatory coordination requirements**
- **To ensure official information is codified timely and appropriately**
- **To ensure efficient and timely dissemination of information**
- **For standardization of standards, structure, formats**



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Procedures and Processes Defined

- **The specific instructions on how and why to comply with a policy**
- **A series of steps conducted in a methodical order or manner**
- **An established, consistent way of completing a task, project, or program**
- **A course or series of actions, proceedings, or operations progressing to an end in an orderly and organized manner**



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Publishing Roles and Responsibilities

- **AF/SC--Owns publishing policy**
- **AFDPO—Is responsible for implementing/executing the policy**

AF/SC-AFDPO AF Publishing Roles and Responsibilities

**Publishing.....equals.....Publications and
Forms**

**Creation.....through.....Disposition
Policy.....versus.....Execution**

***AF/SC-AFDPO AF Publishing
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AF/SC Does AF High Level Publishing Policy/Functional

AF/SC-AFDPO AF Publishing Roles and Responsibilities

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AF/SC Does AF High Level Publishing Policy/Functional

**EXECUTION → GUIDANCE, PROCESS,
PROCEDURES**

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AF/SC Does AF High Level Publishing Policy/Functional

**EXECUTION → GUIDANCE, PROCESS,
PROCEDURES**

**AF/SC / Pubs/Forms Creation
Customers → AFDPO/MAJCOM/FOA/
DRU Publishing Mgrs Who Assist OPRs**

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**EXECUTION → GUIDANCE, PROCESS,
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**Customers → AFDPO/MAJCOM/FOA/DRU Publishing Mgrs Who Assist OPRs Customers → MAJCOM/FOA/DRU Physical Products Distribution Service
AF-Level Publishing Management Support → Customer AF-Level Publications and Forms OPRs**

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DRU Publishing Mgrs Who Assist OPRs Customers → MAJCOM/FOA/DRU Publishing Managers and Publishing End Users
AF-Level Publishing Management Support → Customer AF-Level Publications and Forms OPR**

**Publishing Managers Guide OPR
Publication/Form Creation Process
Formatting/Coordination/Approval**

**Physical
(Paper)**

**Electronic
(Bits/Bytes)**

AF/SC-AFDPO AF Publishing Roles and Responsibilities MOU

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**Physical
(Paper) Type/
Design Form**

**Electronic
(Bits/Bytes) Microsoft
Word**

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Distribution

Archive/
Disposition

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Formatting/Coordination/Approval

Production		Distribution	Archive/ Disposition
Physical (Paper)	Type/ Design Form	Print	
Electronic (Bits/Bytes)	Microsoft Word	Digitize (Tagging/FormFlow)	

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		Production	Distribution	Archive/ Disposition
Physical (Paper)	Type/ Design Form	Print	Store Warehouse/ Mail	
Electronic (Bits/Bytes)	Microsoft Word	Digitize (Tagging/FormFlow)	Store Electronic Repository (ETS)/ View/Download/Print	

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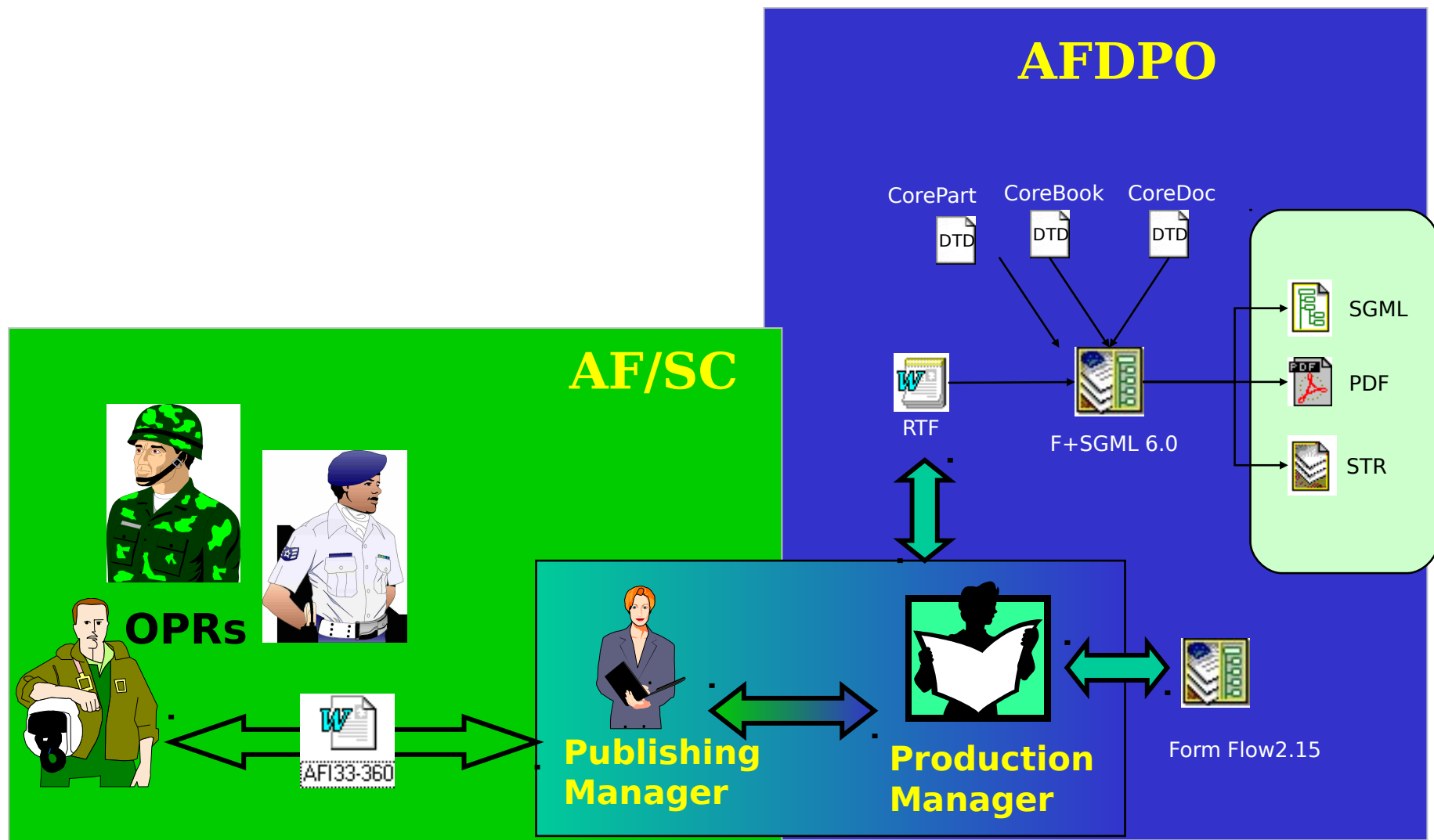
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e-Publishing & Functional OPRs





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Current Initiatives

- **AFI 33-360, Volume 1, *Air Force Publications Management Program***
- **AFI 33-360, Volume 2, *Air Force Forms Management Program***
- **AFMAN 33-361, *Publishing Processes and Procedures***
- **Information Management Tool Transformation Project (*e-Forms Modernization*)**
- **Publishing Program Strategic Plan**
- **SCTI/AFDPO weekly video teleconferences**



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Way Ahead

- **Work closely with MAJCOM publishing managers**
- **Continue the effort to centralize AF publications/forms**
- **Finalize the move of the *e-Publishing* web site**
- **Develop/prescribe use of dynamic supplement integration, AF-wide**
- **Continue to develop/deploy the front-end publications and forms templates/tool sets**
- **AF/SCTIR will, per quarter:**
 - **Visit one MAJCOM**
 - **Host VTC for MAJCOM publishing managers**



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Questions

